

FY 2004 CAMS Manual Year End Obligation Adjustments Rules

ADJUSTMENTS INCLUDE:

Manual adjustments will only be accepted for erroneous obligations causing over-obligation of funds at the appropriation, PPA, and/or Category B level. Adjustments will be subject to verification & approval by the NOAA Budget Office.

ADJUSTMENT REQUESTS:

- All requests must have Line Office (LO) CFO Office Approval
- All requests must be completed and received, with LO CFO approval, by the Finance Office (Funds Management Branch, Nancy Eadie, 301-444-2755) **no later than 5:00 PM EST on Friday, October 1, 2004**
 - Late submissions will not be accepted, nor processed
- Only requests from the Line Offices will be accepted
- Each LO requesting a manual obligation adjustment must ensure that sufficient funding is available to cover the adjustment. Any requests that fail (manual or automated) funds control checks will not be processed.
- No manual YE obligation adjustments will be accepted for anything within the internal fund, CAMS Fund Code 02 with project codes x9xxxxx. The reason for this restriction is that all fund code 02 obligations have to be redistributed to operating projects. This can not occur in the timeframes allowed by the accelerated Treasury reporting dates. These adjustments will have to be made in the next fiscal year.
- No labor (11xx thru 12xx) or overhead (77xx) object classes will be accepted unless on a Summary Level Transfer (SLT) that zeros out within the object classes.
- Requests for adjustments, excluding SLTs, should be treated separately
 - Do not consolidate more than one (1) ACCS on a Manual Year End Adjustment form
- Required supporting documentation for ALL Manual Year End Obligation Adjustment requests (except Summary Level Transfers, SLTs) must include:
 - CAMS query (from APTRAN, Item/MDL from B&E Application and/or Funds Available Quick Report) that proves the:
 - Status of the transaction (is it in UDO, Unpaid Expense, etc?)
 - ACCS being used in the request
 - Funding availability for the Manual Year End Obligation Adjustment
- Summary Level Transfers (SLTs):
 - Prepare and submit the Summary Level Transfer on STDG005 and email your request for approval to Nancy.Eadie@noaa.gov .
 - LO CFO Office Approval is still required for all adjustments
 - SLTs crossing organizations will require approval from the other organization (electronic email approval to Nancy.Eadie@noaa.gov will suffice)
- Examples of Manual Year End Obligation Adjustments that will be accepted:
 - Over-obligation in CAMS
 - CAMS queries must prove the over-obligation & ACCS that needs to be deobligated/adjusted